

Sector guidance for centres

NVQ

Edexcel Level 2 NVQ in Specialised Plant and Machinery
Operations (Lifting and Transferring)

January 2009

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CONTENTS

Section 1: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	1
Introduction	1
National Occupational Standards and NVQs	1
Section 2: About this NVQ	3
Which Edexcel NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) is available?	3
Who is this Edexcel NVQ for?	3
What progression opportunities does this Edexcel NVQ offer me?	3
What is the structure of the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)?	4
Section 3: Assessment strategy	5
Introduction	5
Section 4: Recording forms	15
Introduction	15
Example form 1 – Portfolio title page	17
Example form 2 – Personal profile	19
Example form 3 – Contents checklist	21
Example form 4 – Index of evidence	23
Example form 5 – Unit assessment plan	25
Example form 6 – Unit progress and sign-off record	27
Example form 7 – Element achievement record	29
Example form 8 – Knowledge evidence record	31
Example form 9 – Personal statement	35
Example form 10 – Observation record	37
Example form 11 – Witness testimony	39
Example form 12 – Expert witness evidence record	41
Example form 13 – Record of questions and candidate’s answers	43

Section 5: Further information	45
What else should you read?	45
How do you contact us?	45
List of annexes	47
Annexe A: Qualification codes	49
QCA codes	49
Edexcel codes	49
Annexe B: Mapping to key skills	51
Introduction	51
Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	51
Signposting to key skills	51
Annexe C: Mapping to the wider curriculum	53
Annexe D: Glossary of terms	55

Section 1: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)

Introduction

This document contains information that is specific to the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring). It should be read in conjunction with the *Edexcel NVQ general guidance for centres*, *Edexcel NVQ guidance for candidates* and the relevant candidate logbook (see *Section 5: Further information*).

National Occupational Standards and NVQs

The standards, assessment strategy and award structures for Specialised Plant and Machinery Operations (Lifting and Transferring) are owned by ConstructionSkills, who review these National Occupational Standards. This NVQ has been developed from the National Occupational Standards.

The Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) recognises candidates' skills, knowledge and understanding. It allows candidates to gain a qualification in the workplace that relates to their job area and promotes good working practice.

You can contact ConstructionSkills at:

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King's Lynn
Norfolk PE31 6RH

Telephone: 0844 844 0046
Email: caaliance@cskills.org
Website: www.cskills.org

Contact nos.enquiry@cskills.org for enquiries about occupational standards.

Section 2: About this NVQ

The Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) is designed to be assessed in the workplace, for example:

- warehouses
- construction sites.

In a further education or training situation, assessment is occasionally achieved through simulation. Simulation must be carried out in conditions resembling the workplace. These conditions are described as being a 'realistic working environment' (RWE). For guidance on the use of simulation, see *Section 3: Assessment strategy*.

Which Edexcel NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) is available?

The Edexcel NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) is available at Level 2.

The Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) is designed to be assessed in the workplace. However, very occasionally, simulation of real working practice may be allowed. Where simulation is allowed, it will be identified in the individual units within the standards. Please see *Section 3: Assessment strategy*.

Who is this Edexcel NVQ for?

This NVQ is suitable for people who operate plant and/or machinery to lift and transfer loads within the workplace.

It includes:

- contributing to the health, safety and security of the workplace
- operating specialised plant and machinery
- securing and maintaining equipment
- selecting appropriate plant and machinery
- working as part of a team.

What progression opportunities does this Edexcel NVQ offer me?

NVQ qualifications allow candidates to progress to other NVQs and vocationally-related qualifications.

Candidates completing the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) could progress to the:

- Edexcel Level 3 BTEC Nationals in Logistics
- Edexcel Level 2 NVQ in Distribution, Warehousing and Storage Operations
- Edexcel Level 2 NVQ in Carry and Deliver Goods
- Edexcel Level 2 or 3 NVQ in Driving Goods Vehicles

- Edexcel Level 2 or 3 NVQ in Storage and Warehousing
- Edexcel NVQ or BTEC qualifications in Construction.

What is the structure of the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)?

To achieve the whole qualification at Level 2, a candidate must prove competence in four mandatory units. There are no optional units within the NVQ.

Mandatory units for the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)

Candidates must achieve all of the units listed below.

Unit number	Title	Element number	Title
PR 01	Contribute to an Efficient and Effective Work Environment	1	Contribute to efficiency in the workplace
		2	Develop and maintain effective working relationships
		3	Organise your own work and maintain standards
PR 02	Contribute to Health and Safety in the Workplace	1	Operate safely in the workplace
		2	Respond to emergencies
		3	Assist in the security of the workplace
PR 03	Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)	1	Prepare and set up plant and machinery
		2	Operate plant and machinery to meet work requirements
		3	Shut down and secure plant and machinery
VR 387	Operate Plant or Machinery to Lift and Transfer Loads	1	Operate plant or machinery to lift and transfer loads

Section 3: Assessment strategy

Introduction

The assessment strategy for this NVQ has been established by the SSC ConstructionSkills in agreement with awarding bodies.

This assessment strategy sets out recommendations and specifications for the assessment and quality control of the Specialised Plant and Machinery Operations (Lifting and Transferring) suite of National Occupational Standards (NOS) across the UK. This strategy should be read in conjunction with the following documents:

- Edexcel NVQ general guidance for centres
- Edexcel NVQ guidance for candidates
- Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring) – logbook for candidates.

The NOS referred to underpin the National Vocational Qualifications (NVQs) at Levels 1 and 2. This includes the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring).

The following sections outline the principles that underpin the assessment of the above standards and qualifications with regard to:

- external quality control of assessment
- workplace assessment
- the use and characteristics of simulation
- the required occupational expertise of assessors and verifiers.

These principles are in addition to the generic criteria that awarding bodies must meet for the delivery of NVQs, as required by the Qualifications and Curriculum Authority (QCA) current guidance and requirements.

Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional NVQs

Introduction

This assessment strategy provides principles and guidance to awarding bodies so the assessment of NVQ is valid, effective and consistent and has credibility across the Construction and Built Environment sector. This is a consolidated Construction Skills Assessment Strategy covering construction and the built environment – craft, supervisory, technical, managerial and professional NVQ. This assessment strategy is one of the strands of the Construction Skills Qualification Strategy.

These principles are in addition to the criteria that awarding bodies must meet for the delivery of NVQs as required by the regulatory authorities' documentation.

This consolidated assessment strategy provides the overarching principles as systems may vary from one awarding body to another. Awarding bodies must consistently put these principles into practice.

Appendix A provides guidance to help awarding bodies incorporate relevant parts of these principle requirements in their documentation.

Appendix B provides additional information for awarding bodies where some National Working Groups have identified the need for more specific clarification for particular occupational requirements.

Principles

1 External quality control of assessment

- 1.1 Awarding bodies must use risk management for external quality control of assessment. They must evaluate all external verification reports and other data relating to assessment centres. Awarding bodies must address any risks relating to quality control, considering the sector assessment strategy requirements for:
 - workplace evidence
 - the use of simulation
 - the occupational competence of assessors and verifiers.
- 1.2 The monitoring and standardisation of assessment decisions must be achieved by robust and strong internal and external verification systems meeting the criteria required by regulatory authorities' documentation.
- 1.3 Awarding bodies must be members of the sector's Built Environment Awarding Body Forum, which includes the regulatory authorities. They will be expected to provide feedback on National Occupational Standards (NOS) and NVQs, including aspects informing incremental change.
- 1.4 The Forum will in respect of this strategy:
 - build on the good relationships with awarding bodies
 - provide opportunities to identify and address particular issues of external quality control

- contribute to improving quality and consistency
 - support awarding bodies to monitor assessment centres' performance to identify areas and levels of risk
 - provide information and statistics about take up and completion, as well as trends and developments that can be used by ConstructionSkills and awarding bodies to identify any problem areas and agree remedial action
 - discuss matters concerning quality assurance, as well as providing the opportunity to identify issues arising from implementation of NOS and related vocational qualifications
 - inform the continuous improvement of NOS and awards derived from them
 - identify and share best practices to build a whole industry approach to pursue excellence in education and work-based learning and assessment process to achieve competence.
- 1.5 Awarding bodies and their partners, assessment centres, verifiers and assessors must maintain robust and transparent operational arrangements. They must preserve independence in assessment, certification and quality assurance processes. Awarding bodies must ensure clear separation of their NVQ assessment responsibilities from their industry, training, membership, certification, accreditation and commercial interests and resolve any conflicts of interest.
- 1.6 Where e-assessment is used, it must meet the criteria required by regulatory authorities' documentation.

2 Aspects of NOS to be assessed through performance In the workplace

- 2.1 Direct evidence produced through normal performance in the workplace is the primary source for meeting the requirements of each NOS. This includes naturally occurring documentary evidence (hard copy and electronic), direct observation of activities and witness testimony as relevant. ConstructionSkills National Working Groups will specify any exceptions to this position in the NOS (see *Section 3*).
- 2.2 Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:
- questioning the candidate
 - recognised industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements
 - performance evidence.
- 2.3 An holistic approach towards the collection of evidence should be encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence. *Appendix A* suggests standard evidence notes for awarding bodies.

- 3 How simulated working conditions may be used to assess competence**
- 3.1 Simulations (designed situations for producing artificially generated evidence) may only be used where candidates are prevented from gathering direct evidence normally from the workplace because:
- there are hazards
 - it is difficult to distinguish individual performance in team situations
 - circumstances occur infrequently or long term results are involved
 - confidentiality is important
 - there are organisational constraints.
- 3.2 Any instances where simulation is considered to be acceptable as an alternative (to direct workplace evidence) as a means of generating evidence, will be determined by the relevant ConstructionSkills National Working Group and stated in the NOS. *Appendix A* suggests standard evidence notes for awarding bodies.
- 3.3 The ConstructionSkills National Working Group will determine and specify in the NOS the required realistic working environment and context to be adopted. This could include appropriate:
- tools, equipment and instruments
 - materials
 - types of contingencies
 - standards and quality specifications
 - real timescales
 - quantities of work
 - physical conditions
 - relationships with people
 - types of interaction
 - communication methods and media
 - information and data.
- 3.4 Where simulated evidence is stated as acceptable in the NOS, the circumstances and requirements for the simulation needs to be confirmed by discussions between the candidate and the assessor, which are then agreed by the internal and external verifiers.
- 3.5 Where other Standard Setting Bodies' NOS are imported into a ConstructionSkills suite, the evidence requirements of the originating body will be adopted and specified.

4 Occupational expertise requirements for assessors and verifiers

4.1 Awarding bodies must ensure that **assessors**:

- 4.1.1 have verifiable relevant current industry experience and knowledge of the occupational working area at or above the level being assessed. This experience and knowledge must be of sufficient depth to be effective and reliable when judging candidates' competence. Assessors' experience and knowledge could be verified by:
- curriculum vitae and references
 - possession of a relevant NVQ
 - corporate membership of a relevant professional institution
- 4.1.2 have sufficient occupational expertise so they have up to date knowledge and experience of the particular aspects of work they are assessing. This could be verified by records of continuing professional development achievements
- 4.1.3 only assess in their acknowledged area of occupational competence
- 4.1.4 have a sound, in-depth knowledge of, and uphold the integrity of the sector's NOS and this Assessment Strategy (this document)
- 4.1.5 are prepared to participate in training activities for their continued professional development
- 4.1.6 hold, or are working towards, Learning and Development unit A1; or hold units D32 and D33 and assess to A1 standard. In Scotland approval for exemptions must be obtained from Scottish Qualifications Authority (SQA) for the Teaching Qualification for Further Education or the Teaching Qualification for Secondary Education. All assessors must meet the criteria required by regulatory authorities' documentation.

4.2 Awarding bodies must ensure that **internal verifiers**:

- 4.2.1 have verifiable relevant experience and current knowledge of the occupational working area at or above the level being verified. This experience and knowledge must be of sufficient depth to be effective and reliable when verifying judgements about assessors' assessment processes and decisions. Internal verifiers' experience and knowledge could be verified by:
- curriculum vitae and references
 - possession of a relevant NVQ
 - corporate membership of a relevant professional institution
- 4.2.2 have expertise so they have up to date knowledge and experience of the particular aspects of work they are verifying. This could be verified by records of continuing professional development achievements
- 4.2.3 have a sound, in-depth knowledge of, and uphold the integrity of the NOS and this Assessment Strategy (this document)
- 4.2.4 are prepared to participate in training activities for their continued professional development

4.2.5 hold, or are working towards, Learning and Development unit V1; or hold unit D34 and verify to V1 standards. In Scotland approval for exemptions must be obtained from Scottish Qualifications Authority for the Teaching Qualification for Further Education, or the Teaching Qualification for Secondary Education.

All internal verifiers must meet the criteria required by regulatory authorities' documentation. It is strongly recommended that internal verifiers also have Learning and Development unit A1; or hold units D32 and D33 and are familiar with A1 standards.

4.3 Awarding bodies must ensure that **external verifiers:**

4.3.1 have verifiable relevant experience and current knowledge of the occupational working area at or above the level being verified. This experience and knowledge must be of sufficient depth to be effective and reliable when verifying judgements about internal verification and assessment processes and decisions. External verifiers' experience and knowledge could be verified by:

- curriculum vitae and references
- possession of a relevant NVQ
- corporate membership of a relevant professional institution

4.3.2 have sufficient expertise so they have an up to date knowledge and experience of the particular aspects of work they are verifying. This could be verified by records of continuing professional development achievements

4.3.3 have a sound, in-depth knowledge of, and uphold the integrity of the NOS and this Assessment Strategy (this document)

4.3.4 are prepared to participate in training activities for their continued professional development

4.3.5 hold, or are working towards, Learning and Development unit V2; or hold unit D35 and verify to V2 standards. All external verifiers must meet the criteria required by regulatory authorities' documentation. It is strongly recommended that external verifiers also have units V1 and A1, or hold units D32, D33 and D34 and are familiar with V1 and A1 standards.

Appendix A – ConstructionSkills standard evidence notes for awarding bodies

These guidance notes have been produced to ensure consistency interpreting the principles set out in Sections 2 and 3 of the ConstructionSkills Assessment Strategy. The notes should help awarding bodies incorporate relevant parts of the assessment strategy principles' requirements in their documentation for construction and built environment – craft, supervisory, technical, managerial and professional NVQs. The following general standard notes are strongly recommended for adoption by awarding bodies in their assessment specification:

Standard note 1:

Taken as a whole, the evidence must show that the candidate consistently meets all the following performance criteria across the scope/range.

Standard note 2:

There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover the whole scope/range, knowledge evidence must be provided to cover the remaining items of scope/range for each relevant performance criterion.

Standard note 3:

Knowledge evidence may be established from questioning the candidate, or from industry recognised industry education and training programme assessment, or professional interview assessment, that has been matched to the requirements of the National Occupational Standards. Such assessments should also have their own independent external assessment, moderation or verification. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence.

Standard note 4:

Either:

Simulations are not considered to be acceptable for producing this evidence.

OR

Simulations are considered to be an acceptable alternative for producing evidence for the following item(s) which is/are considered to be rare/infrequent, but key/critical to demonstrating competence. The following realistic working environment and context must be adopted for the simulation: appropriate: tools, equipment and instruments; materials; types of contingencies; standards and quality specifications; real timescales; quantities of work; physical conditions; relationship with people; type of interaction; communication methods and media; information and data.

Appendix B1

Additional Information to the Consolidated Assessment Strategy from the National Working Group for Controlling Lifting Operations

Part A: Clarification and guidance notes

This additional information has been produced to ensure consistency in interpreting the occupational expertise requirements for assessors as described in paragraph 4.1 of the ConstructionSkills' Consolidated Assessment Strategy. This should help awarding bodies incorporate relevant parts of the assessment strategy principles' requirements in their documentation for the Controlling Lifting Operations NVQs.

Additional requirements for assessors of planning and supervising lifting operations

Assessors must be competent and have an up-to-date working knowledge of the occupation and sector. Assessors must have had active involvement in lifting operations and on each endorsement for which they wish to assess. The awarding body must ensure that all assessors are competent on each endorsement for which they intend to assess.

Supplementary guidance

In order to meet contractual and regulatory requirements, many sectors of industry require lift planners and supervisors to possess certification from recognised industry approved bodies. The awarding body should ideally encourage all assessors to hold appropriate registration cards or certificates to support industry initiatives for a qualified workforce.

Where lifting experience was gained within the armed forces, applicants for assessor status should ideally gain external work experience within industry, or be able to demonstrate knowledge of relevant industry working practices outside the armed forces.

Part B: Clarification on standards (NOS) content terminology

Various sectors of industry, supported by the Health and Safety Executive, requested national occupational standards for the safety critical occupations of lift planner and lift supervisor. Standards from the suite of National Occupational Standards for Construction Site Supervision and Construction Site Management were identified by the National Working Group (NWG) as conveniently defining the job roles of planner and supervisor.

Certain standards (NOS), however, use terminology particular to, or make reference to, the construction sector, limiting the scope of the standards. Clarification of NOS terminology has been produced (Annex B1, page ii), by the NWG, for awarding bodies, which provides interpretation and meaning of selected words that are used in lifting operations within other industrial sectors. Provision of this clarification further avoids a proliferation of new standards.

Awarding bodies need to ensure that candidates, employers, assessment centres, assessors and those involved in the verification process for this qualification are informed of the clarification of NOS terminology for planning and supervising lifting operations.

Clarification of NOS terminology for controlling lifting operations

Construction operations	Includes lifting operations within other sectors of industry.
Decision-makers	This refers to the client, customer or customer's representative, senior/contracts manager, project team, consultants or in VR 705 the lift planner.
Ensure notice has been given to all the people who will be affected ...	This means as dictated by the lift plan.
Lines 'levels, 'angles	This includes load levels, ground levels, lines for placing loads and lifting accessory angles.
Near neighbours	This can include other structures and a workforce in a different part of the project.
Organise and control the site	The lifting activity and the immediate surrounding area
Position, align and/or level the work	This refers to items being moved and placed and the equipment used to attach and move the loads.
Produce clear requests for plant, equipment or machinery	This means those specified by the lift plan.
Place and maintain notices	This means ensuring that the correct notices (for the lifting activity) are in place prior to the commencement of the lifting activity, and checked throughout the duration of the activity.
Plan how the work will be undertaken	This means as dictated by the lift plan.
Programmes and schedules	This refers to either component parts of, or the complete lift plan.
Project	A lifting operation that is taking place within an overall contract, project or work activity.
Project plan	This refers to either component parts of, or the complete lift plan.
Site	A lifting operation that is taking place within an overall contract, project or work activity.
Site plan	This refers to either component parts of, or the complete lift plan.
Vehicular access	This can comprise all forms of transport, including waterborne and airborne craft.

Appendix B2

Additional Information to the Consolidated Assessment Strategy from the Awarding Body Forum for Plant Operations

Clarification and guidance notes

This additional information has been produced to ensure consistency in interpreting the occupational expertise requirements for assessors as described in paragraph 4.1 of the ConstructionSkills Consolidated Assessment Strategy. This should help awarding bodies incorporate relevant parts of the assessment strategy principles requirements in their documentation for Plant Operations NVQs.

Additional requirements for assessors of plant operations

Assessors must be competent and have an up-to-date working knowledge of the occupation and sector. Assessors must have had active involvement in plant operations and on each endorsement for which they wish to assess. The awarding body must ensure that all assessors are competent on each endorsement for which they intend to assess in accordance with regulatory body NVQ guidance for England, Northern Ireland, Scotland and Wales.

Supplementary guidance

In order to meet contractual and regulatory requirements, many sectors of industry require operators of plant and equipment to possess certification from recognised industry approved bodies. The awarding body should ideally encourage all assessors to hold appropriate registration cards or certificates to support industry initiatives for a qualified workforce.

Where plant operating experience was gained within the armed forces, applicants for assessor status should ideally gain external work experience within industry, or be able to demonstrate knowledge of relevant industry working practices outside the armed forces.

Section 4: Recording forms

Introduction

This section contains the following exemplar forms which have all been partially completed in the context of the Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring).

- Form 1: Portfolio title page
- Form 2: Personal profile
- Form 3: Contents checklist
- Form 4: Index of evidence
- Form 5: Unit assessment plan
- Form 6: Unit progress and sign-off record
- Form 7: Element achievement record
- Form 8: Knowledge evidence record
- Form 9: Personal statement
- Form 10: Observation record
- Form 11: Witness testimony
- Form 12: Expert witness evidence record
- Form 13: Record of questions and candidate's answers.

The forms and advice and guidance about completing them are in the *Edexcel NVQ general guidance for centres* which is on the Edexcel website and is normally available on a sector-specific CD ROM, which can be obtained from our publications department (see *Section 5: Further information*).

Example form 1 – Portfolio title page

NAME: Steven Walsh	
JOB TITLE: Specialist Plant Operator	
NAME OF EMPLOYER/TRAINING PROVIDER/COLLEGE: ABC Construction Ltd	
THEIR ADDRESS: Units 3-8 Anytown Industrial Park Anytown POSTCODE: AT3 1PP	
TELEPHONE NUMBER (HOME): 01234 401111	(WORK): 01234 400400
EMAIL ADDRESS: N/A	FAX NUMBER: N/A
NVQ: Specialised Plant and Machinery Operations LEVEL: 2	
UNITS SUBMITTED FOR ASSESSMENT: PR 01 Contribute to an Efficient and Effective Work Environment PR 02 Contribute to Health and Safety in the Workplace PR 03 Operate Specialised Plant and Machinery to performance Requirements (Lifting and Transferring) VR 387 Operate Plant or Machinery to Lift and Transfer Loads	
MENTOR: Mark Shaw (PLEASE PROVIDE DETAILS OF MENTOR'S EXPERIENCE): Worked within the construction industry for 25 years in a variety of roles. For the last year responsible for overseeing ABC Construction Ltd's specialist plant and machinery.	
ASSESSOR: Kevin Jones	DATE: 01/02/08

Example form 2 – Personal profile

NAME: Steven Walsh	
ADDRESS: 14 Old Street Anytown	
POSTCODE: AT1 4RR	
TELEPHONE NUMBER (HOME): 01234 401111	(WORK): 01234 400400
EMAIL ADDRESS: N/A	FAX NUMBER: N/A
JOB TITLE: Specialist Plant Operator	
RELEVANT EXPERIENCE	
DESCRIPTION OF YOUR CURRENT JOB: Specialist Plant Operator, fork lifts operating in rough terrain, within ABC Construction working on a range of projects and sites. Currently part of a team carrying out work on a local motorway.	
PREVIOUS WORK EXPERIENCE OR ATTACH COPY OF A CURRENT CV: CV attached.	
QUALIFICATIONS AND TRAINING AND/OR ATTACH COPY OF A CURRENT CV: CV attached.	

continued overleaf...

VOLUNTARY WORK/INTERESTS:

Swimming, walking, climbing.
Volunteer for local community projects.

NAME OF EMPLOYER/TRAINING PROVIDER/COLLEGE:

ABC Construction Ltd

ADDRESS:

Units 3-8
Anytown Industrial Park
Anytown

POSTCODE: AT3 1PP

TELEPHONE NUMBER (WORK): 01234 400400

FAX NUMBER: N/A

EMAIL ADDRESS: N/A

TYPE OF BUSINESS, IF EMPLOYER:

Construction and construction project management

NUMBER OF STAFF: 250

STRUCTURE OF ORGANISATION (INCLUDING CHART OR DIAGRAM IF AVAILABLE):

Organisational structure attached.

Example form 3 – Contents checklist

NVQ TITLE: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)		
CANDIDATE: Steven Walsh		
	COMPLETED?	PAGE/SECTION NUMBER
TITLE PAGE FOR THE PORTFOLIO	Y	Section 1
PERSONAL PROFILE <ul style="list-style-type: none"> • your own personal details • a brief CV or career profile • description of your job • information about your employer/training provider/college 	Y	Section 2
SUMMARY OF THE UNITS	Y	Section 3
COMPLETED UNITS <ul style="list-style-type: none"> • signed by you, your assessor and the internal verifier (where relevant) • reference numbers included • unit assessment plans 	Y	Section 4
UNIT PROGRESS RECORDS	Y	Section 5
INDEX OF EVIDENCE (WITH CROSS-REFERENCING INFORMATION COMPLETED)	Y	Section 6
EVIDENCE (WITH REFERENCE NUMBERS) <ul style="list-style-type: none"> • observation records • details of witnesses (witness testimony sheets) • personal statements 	Y	Section 7

Example form 4 – Index of evidence

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
CANDIDATE: Steven Walsh				
EVIDENCE NUMBER	DESCRIPTION OF EVIDENCE	INCLUDED IN PORTFOLIO (YES/NO) <i>If No, STATE LOCATION</i>	UNITS/ELEMENTS EVIDENCE LINKS TO <i>(GIVE SPECIFIC NUMBERS, EG 5.2.1)</i>	INTERNAL VERIFIER SIGNATURE AND DATE OF SAMPLING
1	Observation record	Yes	PR 01 PCs 1 and 8	M. Day 04/05/08
2	Witness testimony	Yes	PR 01 PCs 2 and 3	
3	Personal statement	Yes	PR 01 PC 4	
4	Expert witness testimony	Yes	PR 01 PCs 5 and 7	M. Day 24/06/08
5	Question and answer	Yes	PR 01 PC 6	

Example form 5 – Unit assessment plan

NVQ TITLE: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
UNIT: PR 01 Contribute to an Efficient and Effective Work Environment				
CANDIDATE: Steven Walsh			ASSESSOR: Kevin Jones	
NORMAL WORKING ACTIVITIES PERFORMED				
	TYPICAL EVIDENCE	WORK AREA	EXPECTED COMPLETION DATE	LINKS TO OTHER UNITS/ELEMENTS
ELEMENT: 1				
PCs 1 and 8	Performance evidence organising operational area and carrying out work	On site	20/05/08	PR 01 Elements 2 and 3
ELEMENT: 1				
PCs 2 and 3	Performance evidence using and storing materials, tools and equipment correctly	On site	01/06/08	PR 01 Elements 2 and 3
ELEMENT: 1				
PC 4	Personal statement on restrictions to work progress	Site office	15/06/08	PR 01 Elements 2 and 3

continued overleaf...

ACTIVITIES NEEDING TO BE PERFORMED				
ELEMENT:				
PCs 1 and 8	Organisation of work/ operational area and work carried out appropriately		20/05/08	PR 01 Elements 2 and 3
ELEMENT:				
PCs 2 and 3	All materials, tools and equipment used and stored correctly		01/06/08	PR 01 Elements 2 and 3
ELEMENT:				
PC 4	Produce statement regarding how work restrictions should be communicated		15/06/08	PR 01 Elements 2 and 3
ADDITIONAL COMMENTS Examples of available and relevant information to support performance evidence should be kept in the portfolio.				
ASSESSOR'S SIGNATURE: Kevin Jones			DATE: 02/04/08	
CANDIDATE'S SIGNATURE: Steven Walsh			DATE: 02/04/08	

Example form 6 – Unit progress and sign-off record

<p>NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)</p>						
<p>CANDIDATE: Steven Walsh</p>						
<p>ASSESSOR: Kevin Jones</p>						
<p>To achieve the whole qualification, you must prove competence in four mandatory units.</p> <p>Unit checklist: list here the units you will be undertaking, then circle the reference number of each unit as you complete it.</p>						
MANDATORY	PR03	VR387	PR01	PR02		
OPTION						

Circle the reference numbers as you complete each unit. You can then easily see what stage you have reached in your NVQ.

MANDATORY UNITS			
UNIT NUMBER	TITLE	ASSESSOR'S SIGNATURE	DATE
PR 01	Contribute to an Efficient and Effective Work Environment	K. Jones	01/08/08
PR 02	Contribute to Health and Safety in the Workplace		
PR 03	Operate Specialised Plant and Machinery to Performance Requirements (Lifting and Transferring)		
VR 387	Operate Plant or Machinery to Lift and Transfer Loads		

This section of the form is for your assessor to sign each time you successfully achieve a unit.

Example form 7 – Element achievement record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
CANDIDATE: Steve Walsh				
ASSESSOR: Kevin Jones				
UNIT TITLE: PR 01 Contribute to an Efficient and Effective Work Environment				
ELEMENT 1: Contribute to Efficiency in the Workplace				
Performance criteria: You need to show that:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
1	work and the operational area are organised in an orderly way to minimise hazards	31/03	20/05	
2	work materials are used and stored in accordance with the work activity and to approved procedures and practices	02/04	01/06	
3	tools and equipment are maintained ready for use and stored in designated places when not required	02/04	01/06	
4	restrictions to progress of work are communicated to the appropriate person(s) for appropriate action	15/06		
5	communications are clear and carried out in accordance with operational and organisational procedures	14/05		
6	problems and conditions outside the responsibility of the job holder are referred to an authorised person	01/06		
7	records are maintained in accordance with operational and organisational requirements	14/05		
8	work is carried out to approved procedures and practices and in compliance with statutory requirements.	31/03	20/05	

continued overleaf...

Evidence requirements:				
All the performance criteria must be met and all the items in the range statement covered.				
Range:	<i>(Use the boxes to record range with reference to element requirements)</i>			
1 Tools and equipment				
hand tools and equipment	31/03	20/05		
2 Approved procedures and practices				
organisational, regulatory emergency, operational.	02/04	01/06		
FEEDBACK/COMMENTS:				
Steven must ensure that any significant, relevant information relating to his work activities is retained and added to his portfolio.				
ASSESSOR'S SIGNATURE: Kevin Jones			DATE: 31/03/08	
CANDIDATE'S SIGNATURE: Steven Walsh			DATE: 31/03/08	

Example form 8 – Knowledge evidence record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)									
CANDIDATE: Steve Walsh									
ASSESSOR: Kevin Jones									
UNIT TITLE: PR 01 Contribute to an Efficient and Effective Work Environment <p>You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions). The National Occupational Standards detail the knowledge and understanding required to carry out competent practice for the performance described in this unit.</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice:</p>									
Element 1: Contribute to Efficiency in the Workplace									
Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Element 1									
K1 Characteristics of work materials relevant to the work activity	1, 2	X		X					
K2 Types of tools and equipment used with the operation and work activity	1, 2	X		X					
K3 Arrangements, designated places and working procedures for storing tools and equipment	2			X					
K4 Relevant methods for the storage of the work materials	2			X					
K5 Relevant means of communication used in the work activity	4							X	
K6 Procedures for reporting problems	5						X		
K7 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)	1, 2, 3, 4	X	X	X				X	
K8 Responsibilities under the health and safety statutory requirements	1, 2, 4	X		X				X	

Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
Element 2									
K9 Responsibility of and to work colleagues, associates and visitors in relation to the work activity									
K10 Types and methods of communication involved with the work activity									
K11 Procedures for exchange and recording of information									
K12 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K13 Responsibilities under the health and safety statutory requirements									
Element 3									
K14 The work requirement and specifications									
K15 Terminology used with the work activity									
K16 Work methods employed in the context of the work activity involved									
K17 Categories and uses of materials in the work activity									
K18 The processes and sequence of events for the work activity									
K19 Standards relative to the work activity and the workplace environment									
K20 Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)									
K21 Responsibilities under the health and safety statutory requirements.									

FEEDBACK/COMMENTS:

Steven has a clear understanding of the procedures, practices and statutory requirements which relate to his work and operational area.

Signed personal statements, observation forms, witness testimonies and question/answer documents are available for inspection in Steven's portfolio.

The candidate has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and knowledge and understanding requirements have been achieved.

CANDIDATE'S SIGNATURE: Steven Walsh

DATE: 01/06/08

ASSESSOR'S SIGNATURE: Kevin Jones

DATE: 01/06/08

INTERNAL VERIFIER'S SIGNATURE: M. Day

DATE: 01/06/08

COLUMN KEY:	EI = EVIDENCE INDEX NUMBER	O = OBSERVATION	P = PERSONAL STATEMENT
	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
	Q&A = QUESTIONS & ANSWERS	EWE = EXPERT WITNESS EVIDENCE	PD = PROFESSIONAL DISCUSSION

Example form 9 – Personal statement

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)				
UNIT/ELEMENT(S): PR 01 Element 1 Contribute to Efficiency in the Workplace				
CANDIDATE: Steven Walsh				
PURPOSE OF STATEMENT:				
EVIDENCE INDEX NUMBER: 3				
DATE	EVIDENCE INDEX NUMBER	DETAILS OF STATEMENT	LINKS TO OTHER EVIDENCE <i>(ENTER NUMBERS)</i>	UNITS, ELEMENTS AND PCS COVERED
01/06	3	<p>Part of my role in the motorway project is to lift and transfer loads across patches of rough terrain. It is important that the routes are clear so that I can carry this out safely. On one or two occasions other members of the team have been delayed in finishing their parts of the operation. As a result I was unable to carry out the lift and transfer work. I recognised that this would affect the progress of the work and I informed my supervisor and the site manager immediately.</p>	PR 01 PCs 5, 6 and 8	PR 01 PC 4
CANDIDATE'S SIGNATURE: Steven Walsh			DATE: 01/06/08	
ASSESSOR'S SIGNATURE: Kevin Jones			DATE: 01/06/08	

Example form 10 – Observation record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	
UNIT/ELEMENT(S): PR 01 Element 1	
CANDIDATE: Steven Walsh	DATE OF OBSERVATION: 20/05/08
EVIDENCE INDEX NUMBER: 1	
SKILLS/ACTIVITIES OBSERVED:	PCs AND RANGE COVERED:
<p>I was present at the site and observed Steven lifting and transferring loads within the operational area. The relevant aspects of the work and operational area were organised appropriately to minimise risk.</p> <p>All work was carried out according to the appropriate procedures, practices and statutory requirements.</p>	PC 1 and PC 8
KNOWLEDGE AND UNDERSTANDING APPARENT FROM THIS OBSERVATION:	
<p>Steven demonstrated skill and competence in organising the operational area and carrying out his work. It was apparent that he was aware of the appropriate procedures, practices and statutory requirements.</p>	
OTHER UNITS/ELEMENTS TO WHICH THIS EVIDENCE MAY CONTRIBUTE:	
PR 01 PCs 2, 3 and 4 PR 01 Elements 2 and 3	
Assessor comments and feedback to candidate:	
I can confirm the candidate's performance was satisfactory.	
ASSESSOR'S SIGNATURE: Kevin Jones	DATE: 20/05/08
CANDIDATE'S SIGNATURE: Steven Walsh	DATE: 20/05/08

Example form 11 – Witness testimony

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	
CANDIDATE NAME: Steven Walsh	
EVIDENCE INDEX NUMBER: 2	
WHERE APPLICABLE, EVIDENCE NUMBER TO WHICH THIS TESTIMONY RELATES:	
UNIT: PR 01 Contribute to an Efficient and Effective Work Environment	
ELEMENT(S): Contribute to Efficiency in the Workplace	
RANGE:	
DATE OF EVIDENCE: 01/06/08	
WITNESS NAME: John Matthews	
RELATIONSHIP TO CANDIDATE: Line Manager	
DETAILS OF TESTIMONY: <p>I work alongside Steven as part of the motorway project team and Steven reports directly to me.</p> <p>Steven is very thorough when it comes to ensuring that all work materials, tools and equipment are used and stored correctly. He ensures that any work materials he is responsible for are stored according to the project requirements and to the appropriate procedures and practices.</p> <p>Also, he makes sure that tools and equipment are ready for use and stored in the proper place when not in use.</p>	
I can confirm the candidate's evidence is authentic and accurate.	
WITNESS SIGNATURE: John Matthews	
NAME: John Matthews	DATE: 01/06/08
CONTACT TELEPHONE NUMBER:	
PLEASE TICK (✓) THE APPROPRIATE BOX.	
<input type="checkbox"/>	Qualified as an assessor for workplace performance
<input checked="" type="checkbox"/>	Familiar with the NVQ standards to which the candidate is working

Example form 12 – Expert witness evidence record

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	
CANDIDATE NAME: Steven Walsh	
EVIDENCE INDEX NUMBER: 4	
WHERE APPLICABLE, EVIDENCE NUMBER TO WHICH THIS TESTIMONY RELATES:	
UNIT: PR 01 Contribute to an Efficient and Effective Work Environment	
ELEMENT(S): Contribute to Efficiency in the Workplace	
DATE OF EVIDENCE: 10/05/08	
EXPERT WITNESS NAME: Karen Young	
RELATIONSHIP TO CANDIDATE: ABC Site Health and Safety Officer	
DETAILS OF TESTIMONY: <p>In my role of H&SO I spend several days a month on the site where Steven is currently working. All members of the project team have responsibility for communicating and recording any health and safety related issues.</p> <p>On a couple of occasions Steven has been unable to continue with the lift and transfer of loads as this would be in breach of health and safety. Steven has recognised this, communicated the issues clearly to the appropriate people and completed the relevant records in accordance with operational and organisational procedures.</p>	
I can confirm the candidate's evidence is authentic and accurate.	
EXPERT WITNESS SIGNATURE: Karen Young	
NAME: Karen Young	DATE: 10/05/08
CONTACT TELEPHONE NUMBER:	
PLEASE TICK (✓) THE APPROPRIATE BOX.	
<input type="checkbox"/>	Qualified as an assessor for workplace performance
<input checked="" type="checkbox"/>	Relevant professional work role that involves evaluating everyday staff practice
<input checked="" type="checkbox"/>	Current expertise
<input checked="" type="checkbox"/>	Familiar with the NVQ standards to which the candidate is working

Example form 13 – Record of questions and candidate’s answers

NVQ TITLE AND LEVEL: Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)	
CANDIDATE NAME: Steven Walsh	
UNIT: PR 01 Contribute to an Efficient and Effective Work Environment	ELEMENT(S): Contribute to Efficiency in the Workplace
EVIDENCE INDEX NUMBER: 5	
CIRCUMSTANCES OF ASSESSMENT: Knowledge has been inferred from performance and workplace assessment across the unit. This question and answer session was to confirm Steven's knowledge and understanding.	
LIST OF QUESTIONS AND CANDIDATE’S RESPONSES:	
Q: What sort of problems and conditions are outside of your role?	
A:	
Q: If any of these occur what action would you take?	
A:	
ASSESSOR’S SIGNATURE: Kevin Jones	DATE: 30/05/08
CANDIDATE’S SIGNATURE: Steven Walsh	DATE: 30/05/08

Section 5: Further information

What else should you read?

The following publications provide additional information directly relevant to the provision of NVQs.

Publications

<i>The Accreditation of Prior Learning (APL)</i>	Publication order code 80-092-0
Edexcel Information Manual	revised annually (also available on Edexcel's website)
<i>Edexcel NVQ guidance for centres</i>	on the website
<i>Edexcel NVQ guidance for candidates</i>	on the website
<i>Edexcel NVQ logbook for candidates</i> , by qualification, by level	on the website

For some NVQs we provide a CD ROM containing all the relevant materials. Details of these can be found on our website (see below).

To order a CD ROM (when available), logbooks or other publications, please contact:

Edexcel Publications

Adamsway

Mansfield

Nottinghamshire NG18 4FN

Telephone: 01623 467467

Fax: 01623 450481

Email: publications@linneydirect.com

Website: www.edexcel.com/quals/nvq

How do you contact us?

For further information about NVQs and our other qualifications, please contact Customer Services. Our Customer Services numbers are:

BTEC and NVQ: 0844 576 0026

GCSE: 0844 576 0027

GCE: 0844 756 0025

The Diploma: 0844 576 0028

DIDA and other qualifications: 0844 576 0031

Calls may be recorded for training purposes.

You can also contact us through Ask Edexcel at www.edexcel.com/ask.

List of annexes

Annexe A: Qualification codes

Annexe B: Mapping to key skills

Annexe C: Mapping to the wider curriculum

Annexe D: Glossary of terms

Annexe A: Qualification codes

Each qualification title, or suite of qualification titles with endorsements, is allocated two codes, as are the individual units within a qualification.

QCA codes

The QCA National Qualifications Framework (NQF) code is known as a Qualification Accreditation Number (QAN). This is the code that features in the DfES Funding Schedule - Sections 96 and 97 and is to be used for all qualification funding purposes. Each unit within a qualification will also have a QCA NQF unit code.

The QCA qualification and unit codes will appear on the candidate's final certification documentation.

The QAN for the qualification in this publication is:

500/5438/7 Specialised Plant and Machinery Operations (Lifting and Transferring)

Edexcel codes

The Edexcel codes enable approval, registration, assessment and certification, they will appear on documentation such as the Student Report Form (SRF) and the programme definition. The Edexcel codes are not provided in this publication. The Edexcel codes will link automatically to the QCA codes for certification purposes.

Annexe B: Mapping to key skills

Introduction

The mapping indicates where the knowledge and skills achieved during this NVQ can support the development of key skills.

Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)

Signposting to key skills

Key skills	PR 01	PR 02	PR 03	VR 387
Communication Level 1	X	X	X	X
Working with others Level 1	X	X	X	X

Annexe C: Mapping to the wider curriculum

Edexcel Level 2 NVQ in Specialised Plant and Machinery Operations (Lifting and Transferring)

	PR 01	PR 02	PR 03	VR 387
Spiritual				
Moral	X	X		X
Ethical	X	X		X
Cultural	X			
Environmental	X		X	X
Health and safety	X	X	X	X
European				

Annexe D: Glossary of terms

This section provides explanations and definitions of the key words used in this NVQ. In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **Therefore, we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

Assessment	the process of generating and collecting evidence of a candidate's performance and judging that evidence against defined criteria.
Assessor	the person in a centre designated to be responsible for collecting evidence of candidate's competence, judging it and recording achievement.
Authentication	the process by which an advisor or assessor confirms that assessment activity has been undertaken by a particular candidate and that all regulations governing the assessment have been observed.
Candidate	the person enrolling for an Edexcel NVQ.
Centre	the college, training organisation, school or workplace where Edexcel qualifications are delivered and assessed.
Evidence	materials the candidate has to provide as proof of her/his competence against specified achievement criteria.
External verifier	the person appointed by Edexcel who is responsible for the quality assurance of a centre's provision. An external verifier is often appointed on a subject area basis or for groups of similar units.
Instrument of	assessment a means of generating evidence of the candidate's performance.
Internal verifier	the person appointed from within the centre who ensures that assessors apply the standards uniformly and consistently.
Mentor	a person who carries out, either singly or in combination, the functions of advising a candidate, collecting evidence of his or her competence on behalf of the assessor, and authenticating the work candidates have undertaken. A mentor might also provide witness testimony.
Observation	a means of assessment in which the candidate is observed carrying out tasks that reflect the performance criteria.
Performance criteria	statements which describe the standard to which candidates must perform the activities.

Portfolio	a compilation of evidence which can form the basis for assessment. The portfolio is commonly used in NVQ awards and in alternative routes to assessment such as APL and credit transfer.
Product evaluation	a means of assessment which enables the quality of a product produced by the candidate, rather than the process of producing it, to be evaluated.

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